

**ATTACHMENT 7
SCOPE OF WORK**

	Name	Description	ink color	#sides	closure	paper type	Overall Size		Window Size		Position from	
							H	W	H	W	Left	Bottom
1	Business Cards- Judges	Raised ink with gold foil seal	blue	single		100# classic linen avon white	2"	3.5"				
2	Business Cards- Mgrs	Raised ink with gold foil seal	black	single		100# classic linen avon white	2"	3.5"				
3	Business Cards- Other	Raised ink text & regular black ink seal	black	single		100# classic linen avon white	2"	3.5"				
4	Crim Labels/Exhibit No.	Self-adhesive labels	black	single		white	2.5"	4"				
5	Envelopes-BRE	#9 Regular Business Reply Envelopes w/recipient address	black	single	moistenable glue	24# white wove	3.875"	8.875"				
6	Envelopes-Regular	#10 regular w/return address	black	single	moistenable glue	24# white wove	4.125"	9.5"				
7	Envelopes-Window	#10, return address & cello window	black	single	moistenable glue	24# white wove	4.125"	9.5"	1.125"	4.5"	.875"	.5"
8	Envelopes-Window Bottom Flap	#10, return address & cello window, reverse flap	black	single	moistenable glue	24# white wove	4.125"	9.5"	1.125"	4.5"	.875"	.5"
9	Envelopes-Window Security AP	#10, return address & special position cello window, security tint	black	single	moistenable glue	24# white wove	4.125"	9.5"	1.25"	4.125"	.875"	.875"
10	Envelopes-Window Security PR	#10, return address & special position cello window, security tint	black	single	moistenable glue	24# white wove	4.125"	9.5"	1"	3"	2.25"	1.5"
11	Envelopes-Manila Confidential	two-hole punched & printed one side	black & red	single	button & string	Brown Kraft	7.5"	10.5"				
12	Jury Summons	heavy brochure quality paper, perforated at center & 2 ³ / ₈ " from top	black & red	double		28# white	8.5"	14"				
13	Receipt Books	NCR 3-part, 150 receipts per book, consecutive numbering, perforated	black & red	single		white, yellow, pink	8.5"	11"				